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CONFIDENTIAL

25 January 1950

MEMORANDUM FOR: SED

SUBJECT : Change in TRD T/O

1. There was recently submitted to SED a form indicating the names of individuals occupying the various positions on the OSO/OPC Training Division T/O. Subsequently, personnel action was requested for [REDACTED] and was indicated that she would occupy position No. 13 of the Training Materials Staff as a clerk-steno. This position was approved at Grade GS-4 and Miss [REDACTED] was being employed as a GS-3.

2. By memorandum of even date, a request for the transfer of [REDACTED] was submitted wherein it is proposed to assign Miss [REDACTED] to position No. 13 on the Training Materials Staff as a clerk-steno. It is now the desire of TRD to place Miss [REDACTED] in position No. 13 in the Operations Course of the Staff Training Branch.

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NO CHANGE in Class. ☐
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